

Information Regarding the GAANN Technical Assistance Workshop and Project Directors' Meeting

The Department of Education will conduct a Technical Assistance Workshop on August 26, 2005. The purpose of the workshop is to assist current and prospective applicants in developing their proposals for the FY 2006 GAANN program competition. The workshop will provide information on the development of application narratives in accordance with the program selection criteria, grant administration and program regulations.

On August 25, 2005 we will conduct a Project Directors' Meeting. This meeting will be specifically targeted for current GAANN project directors and will address the issues that have been raised during this budget period regarding grant administration, performance reports, program regulations, and the needs analysis guidelines. All current project directors are encouraged to attend. **Please note:** the cost of attendance for the meeting cannot be paid from GAANN funds or institutional matching funds.

The tentative agenda for the meetings is attached. To register, please send an e-mail to ope_gaann_program@ed.gov and indicate that you plan to attend. Should you have questions regarding these meetings, you may also use the e-mail address above.

Dates, Times, and Location

Date: **Thursday, August 25, 2005**
GAANN Project Directors' Meeting

Time: 1:00 p.m. – 4:30 p.m.

Location: U.S. Department of Education
1990 K Street, N.W.
8th Floor Conference Room
Washington, DC 20006

Date: **Friday, August 26, 2005**
Technical Assistance Workshop

Time: 9:00 a.m. – 4:30 p.m.

Location: U.S. Department of Education
1990 K Street, N.W.
8th Floor Conference Room
Washington, DC 20006

GAANN Project Director's Meeting – Tentative Agenda

AUGUST 25, 2005

DAY 1 – Project Director's Meeting

1:00 – 1:15	Welcome and Opening Remarks
1:15 – 2:00	Annual and Final Performance Reports - Review and Discussion
2:00 – 3:00	Needs Analysis Title IV, Part F Guidelines - Discussion
3:00 – 4:00	Review of Program Statute and Regulations
4:00 – 4:30	Questions and Answers

AUGUST 26, 2005

DAY 2 – Technical Assistance Workshop

9:00 – 9:15	Opening Remarks
9:15 – 9:45	Meeting the Purpose of the Program and Extent of Need for the Project
9:45 – 10:15	Quality of the Graduate Academic Program and Adequacy of Resources
10:15 – 10:30	Break
10:30 – 11:00	Quality of the Supervised Teaching Experience
11:00 – 11:30	Recruitment Plan
11:30 – 12:00	Project Administration and Quality of Key Personnel
12:00 – 1:30	Lunch
1:30 – 2:00	Institutional Commitment
2:00 – 2:45	Budget/Matching Contribution/Institutional Payment
2:45 – 3:00	Evaluation Plan
3:00 – 4:00	Needs Analysis and Financial Aid Specialist
4:00 – 4:30	General Discussion Program Regulations and Questions and Answers